

Meet Director Shadow Requirements Checklist

√ √	Task Description - Shadow must be part of the following tasks
	Secure Facility and any equipment - chairs, locker room, trash cans, etc.
	Secure Meet Referee, Admin Official, Starter and at least two Stroke & Turn Officials.
	Delegate duties of hospitality, programs, entries, etc
	Order any awards for the meet
	Create meet announcement and apply to MESI for sanction
	Collect affirmation forms, waivers or other information as required.
	Arrange for computer, printer, headphones, timing equipment (if not provided by facility)
	Find Volunteers for the meet - Identify positions needed - Admissions, Announcer, Awards, Computer operator, Concessions, Electronic Timing Operator, Marshals, Runner, Timers
	Arrange for cash at meet: start up cash, especially ones and quarters
	Check supplies for meet - stop watches (2/lane + 2 or more for back-up timer + extras), clipboards, pencils, pencil sharpener, radio headsets, first aid supplies, 4+ reams of paper for results computer, 1 ream of colored paper in case of re-seeds, labels for awards, time trial cards (if needed), DQ slips (2 part forms), relay cards, lap counters, bell for distance events, count of medals and ribbons, tables for Admissions
	Meet Days Test Meet Mobile and Video feed, set up deck and computer space, collect and deposit money,
	Clean-up deck and facility prior to leaving
	Complete file of meet information to keep for planning future meets. Must keep all meet paperwork for at least one year.
	Submit results, paperwork and financials.

Meet Director Name _____

Shadow Name _____

Meet _____

Meet Date _____